

## HUMAN RESOURCES MANAGER – FULL TIME

The City of East Ridge is seeking a qualified Human Resources Manager. Duties include but not limited to managing/maintaining personnel/medical files, employee orientation; recommends, plans, and implements changes in personnel policies and procedures. Must be familiar with governmental requirements and reporting. Manages workers compensation claims and annual audit, responsible for all government reporting. Manages entire benefit program and serves as liaison with insurance company. Responsible and oversees payroll administration and prepares documentation for budget review. Clerical duties are also part of this job function. Qualified applicants should have five years experience in Human Resources management; or three years experience in Human Resources management with a bachelor's degree in Human Resources Management, Business Management, or related field. Salary DOQ.

OPEN UNTIL FILLED

**The City of East Ridge is an Equal Opportunity Employer  
and TN Drug Free Workplace.**